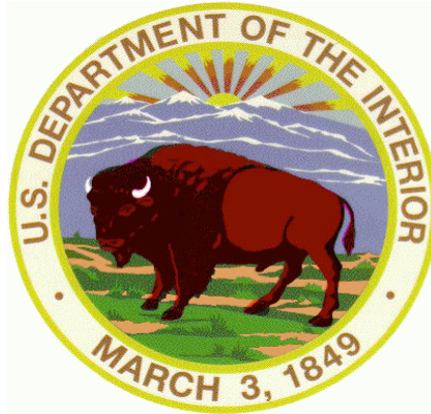


U. S. Department of the Interior

Safety and Occupational Health Report

Fiscal Year 2004



**Office of Occupational Health and Safety
1849 C Street, NW - MS 5221 MIB
Washington, DC 20240**

Safety and Occupational Health Progress Report

FY 2004

Executive Summary

The Department of the Interior (DOI) manages nearly one-fifth of our Nation's lands with approximately 70,000 employees in eight bureaus and the Office of the Secretary. DOI operates over 2,400 locations throughout the United States and its territories. Employees work in a variety of settings ranging from indoors in urban offices and laboratory buildings to outdoors in remote parks. They perform tasks involving substantial risk such as wilderness assessments, facilities maintenance, search and rescue, wildland fire fighting and law enforcement.

In FY 2004, injuries and illness incidents and lost-time rates declined from FY 2003 levels while fatalities remained the same. The injury and illness incident rate Department-wide for all incidents (includes lost-time and no lost-time incidents) in FY 2004 was 6.99 per 100 employees compared with 7.20 in FY 2003. The lost-time injury and illness rate for all employees in FY 2004 was 2.74 per 100 employees compared with 2.78 in FY 2003. Fifty-nine percent of all incidents occurred in the four categories of slips, trips and falls (24%); manual handling and equipment (15%); motor vehicles (13%); and animals and insects (7%).

Employee fatalities in FY 2004 remained unchanged from FY 2003. As in FY 2003, four employees tragically lost their lives while performing their duties. Also in FY 2004, as in FY 2003, no volunteer employee lost their lives.

DOI-wide accomplishments presented in Part II of this report include significant efforts in developing web-based training, conducting DOI Safety Day activities, designing automated procedures to track established SHARE Initiative goals, enforcing motor vehicle seat belt policies, and continuing new products in the Safety Management Information System and *SafetyNet* webpage.

Specific accomplishments are presented for the eight bureaus comprising the DOI. The range of accomplishments is indicative of efforts throughout the bureaus to implement OSHA and DOI policies and regulations into the unique settings and situations that exist in managing our Nation's lands. Items include seat belt policy, specialized training techniques, revised safety and health handbooks, OWCP monitoring, certification programs, and DOI's first site to achieve OSHA STAR status in the Voluntary Protection Program.

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Part I. Safety and Occupational Health Program Performance

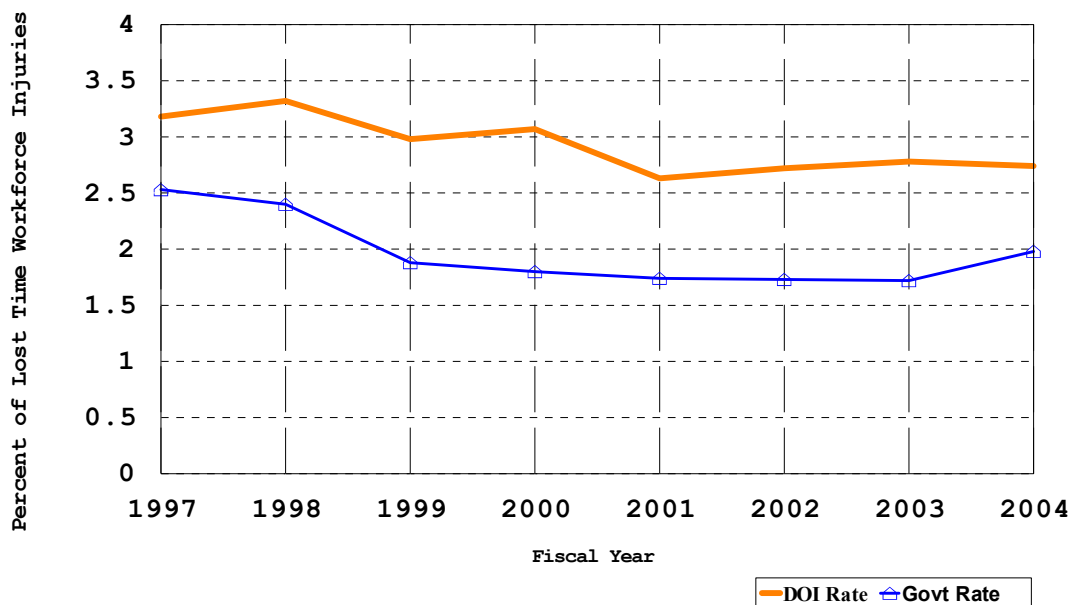
Safety & Health Incidents and Lost Time Illness and Injuries

In FY 2004, both the incident and the lost-time injury and illness rates Department-wide decreased slightly from the FY 2003 levels. The injury and illness incident rate Department-wide for all injuries and illnesses (includes lost-time and no lost-time incidents) in FY 2004 was 6.99 per 100 employees compared with 7.20 in FY 2003.

The lost-time injury and illness rate for all Interior Department employees in FY 2004 was 2.74 per 100 employees compared with 2.78 in FY 2003.

The “Lost Time Injury/Illness Rate” chart (below) traces DOI performance since 1997. The trend line continues to show a general reduction in the lost-time rate for both the short and long term. Data and analyses presented in this report are taken from the Department of the Interior’s web-based Safety and Management Information System (SMIS) records.

U.S. Department of the Interior Lost Time Injury/Illness Rate



DOI Employees Only

Fatalities

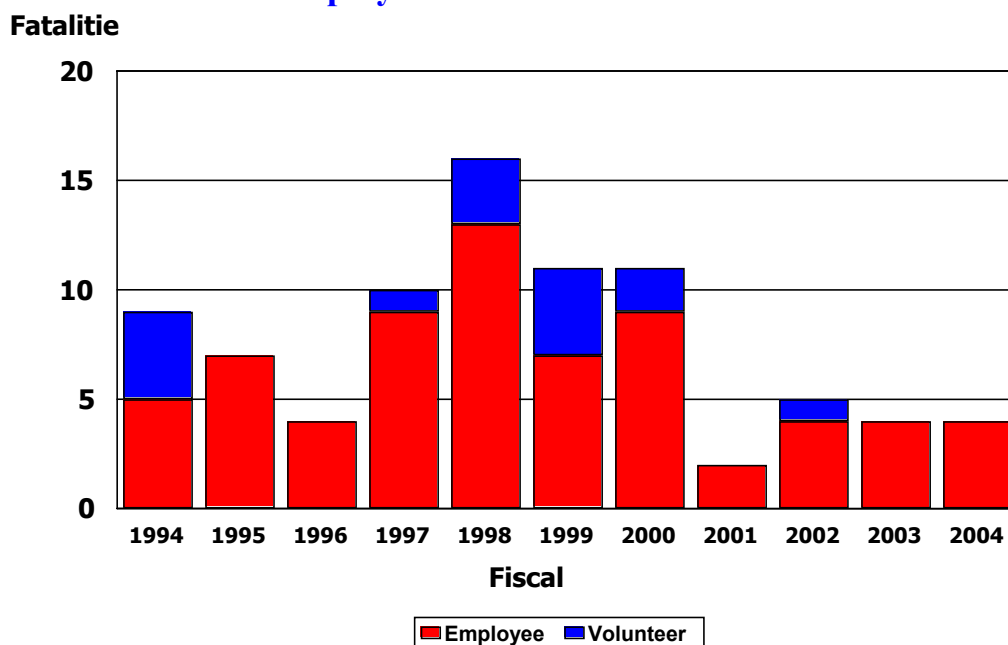
The number of Interior Department employee fatalities in FY 2004 remained unchanged from FY 2003. As in FY 2003, four employees tragically lost their lives while performing their duties during FY 2004. Also in FY 2004, as in FY 2003, no volunteer employees lost their lives.

The four fatalities in FY 2004 were the result of field employees performing their duties -- a law enforcement officer was fatally struck in the upper back by a boulder falling from a cliff as she cleared rocks from the adjacent road; a biology technician was killed when his All-Terrain-Vehicle overturned trapping him underneath as he was conducting land health assessments; a park ranger received fatal injuries from falling approximately 75-feet from a cliff; and a maintenance employee was killed in a head-on motor vehicle accident.

The “Employee and Volunteer Fatalities” chart (below) shows the number of fatalities suffered yearly in the Department since FY 1994.

U.S. Department of the Interior

Employee & Volunteer Fatalities



Workers' Compensation Costs

The Office of Workers Compensation Program (OWCP) costs for the Department on a yearly basis have been:

FY	Cost (millions)	FY	Cost (millions)
1991	\$37.1	1998	\$46.3
1992	\$40.7	1999	\$46.6
1993	\$42.4	2000	\$48.7
1994	\$44.7	2001	\$50.4
1995	\$45.3	2002	\$52.6
1996	\$45.5	2003	\$56.7
1997	\$45.0	2004	\$57.1

Workers Compensation and Continuation of Pay Cost/Payroll Ratio

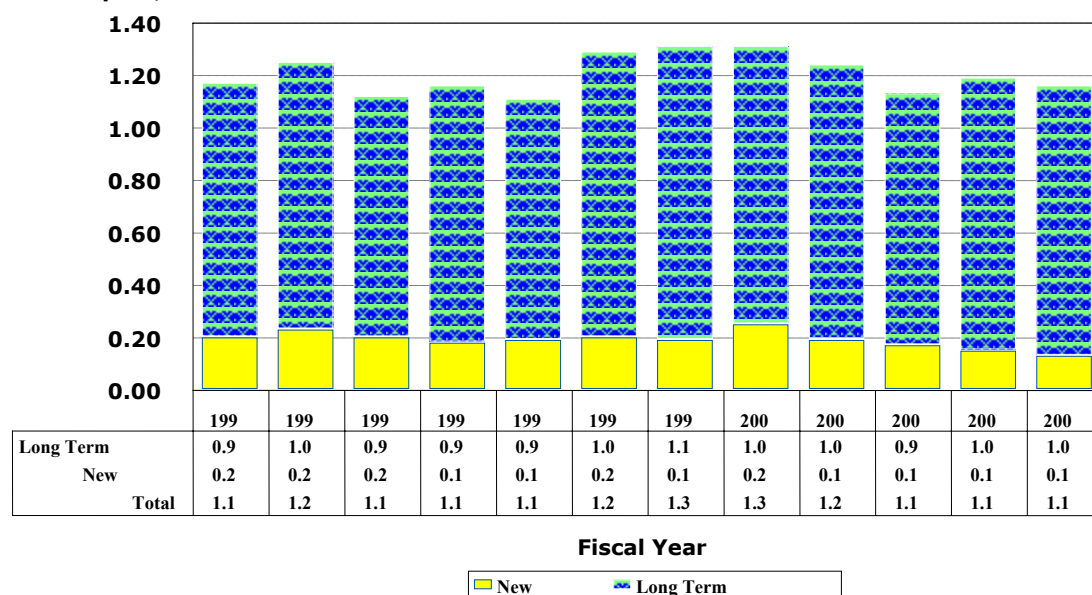
The “Workers Compensation and Continuation of Pay Cost/Payroll Ratio” (see chart below) is one of several statistical management indicators that the Department has adopted to measure Safety and Occupational Health progress. This tool, which is calculated and tracked through SMIS, examines both existing OWCP case costs and new (current year) OWCP and COP case costs, and compares them per \$100 of payroll.

This is a useful descriptor because it takes into account wide fluctuations in the employee population. It also breaks out current OWCP costs which are more meaningful as safety program performance indicators and are more responsive to program improvement.

U.S. Department of the Interior

Workers Compensation & COP Cost/ \$100 of Payroll

Dollars per \$100



Accident & Injury Causes and Trends

The Department has approximately 70,000 employees in eight bureaus and the Office of the Secretary, working in more than 2,400 locations throughout the United States and its territories. Our employees work in a variety of settings ranging from indoors in urban offices and laboratory buildings to outdoors in remote parks and refuges. They perform tasks that can involve substantial risk such as wilderness assessments, wildlife refuge and fishery management, facilities maintenance, search and rescue, wildland and prescribed fire fighting and law enforcement.

Principal Causes of Safety and Health Incidences

Analysis of all Department-wide injury and illness incidents in FY 2004, which includes all lost-time and all no lost-time events (7,322 total vs 7,635 in FY 2003), shows that the causes of the incidents have remained relatively consistent with FY 2003 figures. The ranking of the top 4 categories remained unchanged, and these 4 categories are responsible for nearly 60% of the total incidents. The greatest percentage of change from FY 2003 was an increase of 3% in vehicle related incidents.

The Top 4 Causes of Incidents in FY 2004:

#1. Slips, Trips, and Falls - 24% (no change in % from FY 2003)

Includes all slips, trips, falls and twists from heights, slopes, holes and level elevations from walking, running, and using machinery and equipment.

#2. Manual Handling & Equipment - 15% (no change in % from 2003)

Includes the carrying, lifting, loading, pulling, and dragging of packaged and unpackaged materials, equipment, supplies and objects, and injuries from operating machinery.

#3. Motor Vehicles -- Driver/Pedestrians/Passengers - 13% (increase of 3% from FY 2003)

Includes both On-the-Road and Off Highway Vehicles (OHV's) such as automobiles, trucks, ATV's, snowmobiles, and road and dirt motorcycles. Injury to driver, passengers, pedestrians, as well as vehicle property damage are included.

#4. Animals and Insects - 7% (no change in % from FY 2003)

Includes all biting and stinging insects such as bees, ticks, wasps, and spiders; dog, snake, rodent and other animal bites; and injuries from bears, horses, and other large animals.

SMIS and SafetyNet

The Department is unique among Federal agencies with its completely automated SMIS. This web-based reporting system helps ensure that all data collected Department-wide among all eight bureaus comprising the Department are reported in a uniform and consistent manner. SMIS has incorporated OWCP injury and illness data, along with personnel and work-hour data into a large database that has incident/accident information dating back to 1961.

SafetyNet, the DOI safety and health website, is a tool for all DOI employees for improving employee and visitor safety and health. The materials and resources provided are valuable in providing the information to help safety and health officials, particularly the part-time collateral duty safety and health officers (CDSOs) perform their duties. It is a continually updated source for all employees at <http://safetynet.smis.doi.gov>

Part 2. Safety and Occupational Health Program Accomplishments

The Interior Department is responsible for managing approximately 20 percent of our Nation's total land area that requires more than 2,400 facilities and field sites scattered throughout the Nation. As many of the remote field offices and facilities, including historical sites and parks, wildlife refuges, dams, and wilderness areas, do not have enough employees to support full-time

safety and health positions, CDSOs play critical roles along with full-time professionals in maintaining safe and healthy working conditions.

The Department has more than 175 full-time Safety and Occupational Health professionals, supporting employees and managers in the conduct of the Program. Additionally, approximately 1,200 Departmental employees serve as CDSOs. Both the full-time and the collateral duty professionals work at all levels of bureau organizations to assure Program compliance and integration of safe and healthful practices into the wide range of complex activities in which the Department is involved.

Many of the Department of the Interior's current accomplishments are linked to the continuing implementation of the Safety and Occupational Health Strategic Plan of 2000. This Strategic Plan is the result of close cooperation efforts among the Designated Agency Safety and Health Official (DASHO), the bureau DASHOs, the Departmental and bureau safety managers, and other bureau representatives. The Plan will be revised in 2005.

Information on the Strategic Plan and Departmental safety and occupational health training is available on the DOI Safety and Health webpage at <http://safetynet.smis.doi.gov>. Under the umbrella of the Strategic Plan, the DASHO Council has approved a number of safety and health Department-wide initiatives each year.

Accomplishments – Web-based Safety Training (Department-wide)

During FY 2004, the Department-wide safety and health initiative focused on finalizing the development of multimedia web-based training. The training is designed to meet the needs of all employees with four targeted audiences addressed – Executives, Supervisors, Collateral Duty Safety Officers, and Employees. Each audience group will be provided course training modules that are based on their level of involvement in Interior's safety and health program. Instruction ranges from senior level executive training modules to OSHA 6000 employee training and bureau specific modules. Course modules that were completed in FY 2004 include: Executive Orientation to Safety and Occupational Health, DOI Safety and Occupational Health Overview, Authorities, Roles and Responsibilities, and Resources, References, and Standards.

Accomplishments – Sustained Emphasis on Safety and Health – DOI Safety Week (Department-wide)

DOI Safety and Health Awareness Week was observed the first week in April 5-9, 2004. Interior sites, headquarters and field facilities throughout the Nation chose a Safety Day during the week to promote safety and health. The theme, **Always Alert -- Nobody Hurt**, reflects the major cause of injuries throughout the DOI.

Hundreds of creative activities took place throughout the Nation. Training opportunities ranged from short safety talks and hands-on demonstrations to workshops and classroom instruction. Some larger locations conducted health, safety and wellness "fairs" involving local fire and police departments and medical centers. Local "Safety Champions" were recognized for

outstanding safety records or their contributions to a safe and healthy workplace. Some locations involved DOI employees along with families, visitors, school children, contractors, and others.

The Departmental Professional Service Awards and the Awards of Merit were presented for 2004 during the Awards Ceremony on April 6, 2004, at the 2004 DOI Safety and Occupational Health Week activities held in the Main Interior Building, Washington, DC.

Accomplishments -- Federal Safety Health, And Return-to Employment, SHARE, Initiative (Department-wide)

The DOI Designated Agency Safety and Health Official Council, DASHO Council, adopted the following goals for the 4 safety and health areas under SHARE Initiative for FY 2004 - FY 2006:

- 3% annual reduction in Total Case Rates for injuries and illnesses;
- 3% annual reduction in the Lost Time Case Rates;
- 5% annual improvement in the Timeliness of Filing Notices of injury and illness, the CA-1/CA-2 submissions; and
- 1% annual reduction of Lost Production Days.

In FY 2004, the DOI SMIS web-based reporting system for all the Interior bureaus developed capabilities and functions that will track the progress in meeting the SHARE goals. Functions include on-line accident reporting, safety and health performance measurement, and statistical information to guide accident prevention initiatives.

SMIS is currently being updated to improve the timeliness of filing OWCP claims. Performance will be tracked by this newly developed system. During FY 2004, progress in achieving injury and illness reduction rates were favorable based on the performance charts shown under Part I of this report, Safety and Occupational Health Program Performance.

Accomplishments – Motor Vehicle/Seat Belt Safety (Department-wide)

Motor vehicle incidents increased 3% in FY 2004 from FY 2003 levels, the only category to increase. A Motor Vehicle Safety Awareness Safety Quiz was made available to all employees. It was very popular in monthly safety meetings. The quiz focused on the causes and types of DOI specific incidents, which includes off-highway-vehicle use, property damage and cell phone usage while driving.

All bureaus have mandatory seat belt policies. An example is presented below in the Bureau of Indian Affairs Accomplishment Section. Seat belt usage focuses on getting every employee to always use the belts, not on established policy. Usage is good, but not 100%. 27 personal injury accidents, none of which were serious, occurred DOI-wide during 2004 in which seat belts were not being used. In the single motor vehicle death in FY 2004, the victim was wearing his seat belt. The investigation stated that damage to the driver's compartment was not survivable.

Accomplishments – SMIS Developments (Department-wide)

Continual SMIS developments took place during FY 2004 to provide for more timely and accurate reporting of safety and health incidents. Selected changes to the system include:

- **Filing of Workers' Compensation Claims Online.** Authorized DOI employees, volunteers, firefighters, and others working at DOI facilities can now use SMIS to electronically file a Notice of Traumatic Injury or Illness.
- **Obtain and Process OWCP Claims Timely.** Workers' compensation claims are now sent electronically by electronic data information (EDI) packets to the Office of Workers' Compensation Programs (OWCP). Within 48 hours of receiving new claims, OWCP assigns a claim number and emails it to the compensation coordinator and the person filing the claim.
- **Revised Accident Reporting Homepage.** Accident reporting is now divided into four modules so that each responsible party can expedite the process. Modules are for the employee, supervisors, safety managers, and compensation coordinators.

Accomplishments – *SafetyNet*, the DOI Safety and Health Webpage (Department-wide)

SafetyNet provides a tool for all DOI employees for improving employee and visitor safety and health. The materials and resources provided are valuable in providing the information and materials to help safety and health officials, particularly the part-time collateral duty safety and health officers, CDSOs, perform their duties. Selected additions to the site during FY 2004 include:

- **New Category of Safety Performance.** This category provides an annual snapshot of safety and health performance. Sections include information about SMIS; safety and health measures including a top 10 list of principal causes of incidents, listing of fatalities, performance by bureau, and a close call/lessons learned section for employees to report near misses.
- **Monthly Highlights.** Each month *SafetyNet* is updated with safety and health information of importance to DOI employees.
- **SafetySmart! For Networks.** This licensed software package available in *SafetyNet* provides thousands of ready to use safety talks and handouts, slogans and custom posters, fatality reports, the quarterly "SafetySmart Magazine," and power-point presentations. This is a valuable tool for individuals responsible for presenting safety meetings, tailgate talks, and training.

Accomplishments – Motor Vehicle Seat Belt Policy and Nurse Intervention Program (Bureau of Indian Affairs)

The Bureau of Indian Affairs seat belt policy and nurse intervention program have been effective in reducing motor vehicle injuries and compensation costs.

- **Seat Belt Policy.** The Bureau's stringent seat belt policy is strictly enforced. The BIA requires mandatory seat belt use one-hundred percent of the time for the driver and all passengers of motor vehicles. Failure to abide by the policy results in a 3-level discipline procedure:
 - 1st violation – Written Reprimand and Training
 - 2nd violation – Mandatory 5-day Suspension
 - 3rd violation – Mandatory Suspension Period with Maximum Penalty being Termination of Employment
- **Nurse Intervention Program.** This program has been credited with reducing employee's period of disability and increasing his/her return to work. At every opportunity, Bureau compensation specialists encourage injured employees to utilize the program offered by OWCP. OWCP assigns a Registered Nurse (RN) to an employee with an approved compensation claim for continuing disability. RN's have the capability to expedite approvals of treatment approval, conduct work site evaluations, negotiate return-to-work efforts, and provide employees with a sense of security and better communication with OWCP.

Accomplishments – NPSafe National Program and Satellite Broadcasts (U.S. National Park Service)

The National Park Service (NPS) is the largest bureau in the DOI and is involved with the widest range of activities and conditions. Sites range from unattended historical monuments to National Parks such as Yellowstone with thousands of park employees during the summer months. Locations vary from our highest mountains to our beaches. Major accomplishments continue in establishing NPS-wide safety and health programs, and include:

- **NPSafe.** The National Park Service safety and health community developed a new program in FY 2004, **NPSafe**. A working group adapted the DOI-wide Strategic Plan goals, strategies, results and outcomes into specific operational actions required of NPS local, regional, and national levels. The program is used by employees through the Service's intranet system, and is expected to make a difference by emphasizing actions specific to all levels of operation.
- **Satellite Broadcasts.** NPS has pioneered the use of satellite broadcast training to reach remote sites during periods of constrained budgets. National experts have been invited to present interactive broadcasts with employees. In 2004 interactive broadcast classes were being designed on hearing loss prevention, respiratory protection, heat injury prevention, blood borne pathogens, exposure assessment and confined space program implementation.

Accomplishments – Bureau Safety and Health Manual and Serious Accident Investigation (Bureau of Land Management)

Keeping bureau-specific safety and health manuals revised and current play a major role in DOI's Safety and Health Program. The Occupational Safety and Health Act of 1970, Code of Federal Regulations, and DOI Safety and Health Manual all set forth policy required to establish and administer safety and health programs. The specific DOI bureau handbooks play the essential role of implementing safety and health practices at the workplace. The Bureau of Land Management revised the following important manuals in FY 2004:

- **BLM Manual H-1112-2 Safety and Health for Field Operations.** This manual used throughout the Bureau was updated to reflect new policies and training requirements and methods. The update also provided the opportunity for all Bureau employees to refresh themselves with the safety and health requirements.
- **Chief Investigators Course – Serious Accident Investigation.** A Bureau workgroup rewrote this Chief Investigators Course to include current OSHA updates and revised Bureau training requirements. Fortunately, serious accidents as defined by OSHA are not common occurrences in individual bureaus. However, when they occur the immediate timing of events do not allow time for refresher courses, so must keep current.

Accomplishments – Safety and Health Evaluation and Coordination (U.S. Fish and Wildlife Service)

With wildlife refuges, wetlands, fish and waterfowl habitats and wilderness areas located in every state, the Fish and Wildlife Service continued to evaluate and provide guidance on safety and health matters. Some successes that made a difference include:

- **Automated Evaluations.** Staff evaluated automated options for documenting and reporting safety inspection deficiencies, recommendations, and status of corrective actions for use Service-wide. These techniques are being implemented at selected sites with the goal of all sites converting to the applications.
- **Construction Safety.** In coordinating with the National Conservation Training Center, the Construction Safety Course was developed into a web-based application, updated with expanded information, and modified to focus on identified field inspector needs. The information is now available to all sites.
- **Working Group Support.** Managers and project leaders actively participated and supported working groups that have been established to reduce the risk of injury in hazardous occupational duties. Safety groups included the Watercraft Safety Group, the Diving Control Board, Heavy Equipment Teams, and Contaminants Collection Group.

Accomplishments – Web-based Training and Specialized Watercraft (U.S. Geological Survey)

The USGS serves the Nation by providing scientific information to minimize loss of life and property from natural disasters and managing water, biological, energy, and mineral resources. Remote field evaluations involve many unique specific hazards such as watercraft, firearms, and animals. The Survey is the lead agency in the development of agency and DOI-wide web-based training programs. Selected accomplishments include:

- **Web-based Training.** All safety and health employees are required to complete mandatory safety training. USGS developed four CD modules – Executive Safety Orientation, Supervisor Safety Orientation, Collateral Duty Safety Orientation, and Field Employee Safety Orientation. Content and materials have been evaluated/tested by USGS, and this training will become available DOI-wide through the DOI University's Learning Management System (LMS).
- **Watercraft Safety:** Unique operation of specialized watercraft required in USGS surveys have resulted in development of student training and instructor training in use of airboats and hovercraft. Also, a comprehensive sea survival safety video/CD was completed for research vessels over 26 feet.

Accomplishments – Collateral Duty Officers and Communications (Office of Surface Mining, Reclamation and Enforcement)

The Office of Surface Mining, Reclamation and Enforcement cites the training and performance of collateral duty safety officers and communications among employees as being largely responsible for the success of the safety and health program. Efforts continued in these areas and accomplishments include:

- **Collateral Duty.** Conducted a CDSO National Meeting. CDSOs also attended the training at the DOI Safety Seminar in Phoenix, AZ. Quarterly CDSO conference calls have proven effective and were conducted with the focus of scheduling required training and coordination with management.
- **Communications.** Safety videos were provided for the Office of Surface Mining's central safety and health library, and promoted by a safety website. Materials are loaned to sites upon request. Two additional first aid/CPR and two defensive driving instructors were certified to conduct agency training.
- **OWCP.** The Office monitored OWCP reports, associated costs, and instituted a quarterly meeting with the Office's OWCP coordinator to address compensation and return-to-work issues. As a result, emphasis was placed on revising the Health Hazards Communication and Hearing Conservation Programs and on conducting ergonomic assessments of workstations.

Accomplishments – Automatic External Defibrillator Program (Minerals Management Service)

The Minerals Management Service has made a significant investment in the safety and health of its employees, contractors, and visitors by instituting a Service-wide Automated External Defibrillator (AED) program. It was determined that 16 facilities throughout the Nation needed to be equipped with AEDs with approximately 165 volunteer employees trained in their use. The program was completed in FY 2004, and the life-saving devices are now in place meeting the intent and provisions of AEDs in Federal Buildings policy. MMS employees and contractors are often exposed to stressful operations in performing safety inspections on the oil and gas offshore platforms and the continued use of aircraft during changing weather conditions.

Accomplishments – OSHA STAR Award and Safety Certification (Bureau of Reclamation)

Safety excellence is demonstrated by the Bureau of Reclamation's Elephant Butte Power/Irrigation Dam in New Mexico achieving STAR status in OSHA's Voluntary Protection Program (VPP), and in the Bureau's safety certification program:

- **OSHA's VPP STAR Status.** The Elephant Butte Dam facility is the first DOI workplace to achieve STAR status in OSHA's premier recognition safety and health Voluntary Protection Program (VPP). Members are a select group of facilities that have designed and implemented outstanding safety and health programs that exceed well beyond minimum OSHA requirements. All 26 employees at the site have worked hard in meeting the requirements of this challenge.
- **Safety Certification Program.** The Technical Service Center in Denver, CO, implemented a Safety Certification Program tailored to meet their unique needs and related regulations. The program promotes professionalism along with a positive safety culture and attitude. The first two levels of the training series were completed in FY 2004 and included training in Job Hazard Analysis, Confined Space Entry, Lock-out/Tag-out, and Personal Protective Equipment (PPE). This certification is expected to become an example for other Bureau sites.